

## Employer Responsibilities

The employer is responsible for providing the training as outlined by the training agreement. The company or program sponsor must have adequate space, equipment, instructional material, and qualified personnel to provide satisfactory training. Records must be kept to show the progress made by the apprentices toward their job objectives.

### Selecting Apprentices

Apprentices are employees. As such, they must meet the employer's minimum qualifications. Employers set the standard, and can choose to award credit for prior education and experience to potential candidates. This flexibility enables employers to be in control of the apprentice selection process.

Employers may choose to train as many apprentices as their business will allow, as long as they continue to meet the ratio of skilled workers to apprentices that has been established by DAT. This ratio, is designed to ensure the safety of the apprentices

### Wage Progression

Apprentices start at a percentage of the skilled worker's wage and receive increases at regular intervals. Starting rates are usually 35% to 50%, and increases are given every six months in most trades. The period of training is from 1 to 6 years, depending upon the trade. Most programs are for 4 years.

Commonwealth of Massachusetts  
Executive Office of Labor and  
Workforce Development  
Deval L. Patrick, Governor  
Timothy P. Murray, Lt. Governor  
Suzanne M. Bump, Secretary of Labor  
and Workforce Development  
Michael Taylor, Director  
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## Registered Apprenticeship for Employers

### Building a Skilled Workforce in the 21st Century

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# Apprentice Training Information for Employers

**Having skilled workers is critical to the success of any business. As we progress in the 21st century, this need will become even more critical. By participating in registered apprenticeship, employers can build a dynamic, self-empowered workforce that will lead their business into the future.**

## What is Apprentice Training?

Apprentice Training is a combination of on-the-job training and related instructions (schooling) which has been approved by the Commonwealth of Massachusetts Division of Apprentice Training. DAT can help the employer and the apprentice to set up approved standards of apprenticeship.



## Creating a Skilled Workforce

Our division not only promotes and coordinates apprenticeship in the Commonwealth but is charged with developing new programs both in the traditional building trades and non-building trade areas. At your request, we will send a compliance officer to meet with you to discuss the rules, responsibilities, and benefits of becoming a registered sponsor of apprenticeship.

In order to remain competitive in the global economy, U.S. companies must embrace a philosophy of continuous improvement. Institutionalizing apprentice training in your organization can help you retain your competitive edge in the face of continuously evolving training needs and technology.

There are over 850 occupations in a wide range of industries that can be sponsored through apprentice training, **101** of which are currently registered with **452** Massachusetts employers.

## Over 850 occupations are apprenticeable; here are a few examples:

Aircraft Mechanic - Bricklayer - Carpenter

Cook (Chef) - Correctional Officer - Electrician

Firefighter/EMT- HVAC - Iron Worker

Machinist - Painter - Pile Driver

Plumber - Police Officer - Roofer

Sprinkler Fitter - Telecommunications Technician

## Related Instruction

Instruction must be approved by DAT and the program sponsor, and taught by an approved instructor. Instructors must be competent in their trade or occupation. The instructional content must be reasonably consistent with the latest trade practices, improvements, and technical advances. A sponsor must review related technical instruction annually to ensure that it is relevant and current. A minimum of 150 hours is required per year.



## For More Information

Visit us online or contact your local Field Representative or Compliance Officer to meet with you to discuss the rules, responsibilities, and benefits of becoming a registered sponsor of apprenticeship.